

**Federal Fiscal Year 2000  
Edward Byrne Memorial State and Local Law  
Enforcement Assistance Formula Grant Program**

**Multijurisdictional Counter Crime Task Forces**

**EXECUTIVE OFFICE  
OF  
PUBLIC SAFETY**

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U.S. Department of Justice  
Office of Justice Programs, Bureau of Justice Assistance

**Executive Office of Public Safety Programs Division**  
**Fiscal Year 2000 Edward Byrne Memorial State And Local Law Enforcement Assistance Program**  
**Multijurisdictional Counter Crime Task Forces**

**Introduction:**

The Edward Byrne Memorial State and Local Law Enforcement Assistance Program, also known as the Byrne Program, was created by the Anti-Drug Abuse Act of 1988 (Public Law 100-690). It is managed by the United States Department of Justice (DOJ), Bureau of Justice Assistance (BJA), and administered in the Commonwealth of Massachusetts by the Executive Office of Public Safety (EOPS). It is intended for use by states and units of local government to improve the efficiency of the criminal justice system in dealing with violent crime and serious offenders, and to enforce state and local laws that establish offenses similar to those in the Federal Controlled Substances Act.

**Definition:**

According to policy promulgated by the United States Department of Justice (DOJ), Bureau of Justice Assistance (BJA), a multijurisdictional task force is defined as "...the aggregation of two or more enforcement authorities representing distinct jurisdictions, which are participating in concerted drug law enforcement or anti-gang efforts. The primary focus of a multijurisdictional task force should be that of law enforcement as it relates to drug interdiction or gang activities. A multijurisdictional task force should be a formal, specialized project that integrates a combination of Federal, State and/or local law enforcement agencies for the purpose of enhancing interagency coordination, intelligence, and facilitating multijurisdictional investigations. To increase operational effectiveness of the task force, BJA encourages the inclusion of other criminal justice partners such as prosecution and probation. A formal, interagency agreement among participating agencies shall be established incorporating at a minimum the integration of duties, contributing resources, and responsibilities of active participants."

**Purpose:**

The Byrne Multijurisdictional Counter Crime Task Force (Task Force) Program promotes law enforcement and prosecutorial participation in coordinated multijurisdictional investigations involving local, state, and federal law enforcement agencies. Coordination of investigative and enforcement efforts is essential to the control of drugs, gangs, illegal firearms, and organized crime. The goal of this program is to identify, arrest, and prosecute persons engaged in violent and drug-related crime in a collaborative, cost-effective, and safe manner. In addition, this collaborative regional enforcement capability enhances the implementation of the Community Policing philosophy at the local level. **Applicants are challenged to conduct an empirical assessment of the scope and nature of violent and drug-related crime in the target area and utilize this data to develop a comprehensive strategy tailored to address the particular needs of the region.**

**Critical Elements:**

The EOPS will fund lead agencies of new and continuing multijurisdictional counter crime task forces that utilize a shared management concept which incorporate, but are not limited to, the following critical elements:

- Two or more enforcement authorities representing distinct jurisdictions;
- Local, county, state, and federal law enforcement and prosecutorial participation as appropriate;
- Investigative operations utilizing traditional methods such as: surveillance, undercover operations, use of informants, reverse stings, and street level "buy and bust" operations;
- Sophisticated investigations tracing drugs and illegal firearms from the street level through mid-level and high-level distributors;
- Development or support of information systems intended to collect, analyze, and disseminate suspect information to appropriate agencies;
- Submission of intelligence information to the New England State Police Information Network (NESPIN), the Bureau of Justice Assistance funded Regional Information Sharing System (RISS) center to facilitate sharing of relevant information with law enforcement agencies investigating similar cases or suspects;

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- Utilize the service(s) of the New England State Police Information Network (NESPIN) for telephone toll analysis, financial analysis, case analysis, equipment loans, or undercover funds;
- Financial investigations which result in the identification, seizure, and forfeiture of assets associated with illegal activity;
- Fugitive and default warrant apprehension efforts;
- Target traditional and non-traditional organized crime activity such as: gaming, vice, prostitution, motorcycle gangs, street gangs, and traveling criminal groups;
- Investigation of drug and firearm-related homicides and other violent crime activity;
- Facilitation of civil and criminal action against property owners who knowingly allow their property to be used in the manufacture, distribution, or possession of controlled substances and other illegal contraband; and who fail to take action against tenants that do so; and
- Efforts to consolidate one or more existing task forces to maximize investigative effectiveness, avoid duplication of effort, and ensure officer safety and appropriate allocation of resources.

**Eligibility:**

Funding through the Edward Byrne Memorial State and Local Law Enforcement Assistance Program to support multijurisdictional counter crime task forces will be awarded on a competitive basis to cities, towns, and District Attorney's offices in Massachusetts that submit satisfactory applications (as determined by the EOPS) and adhere to all criteria contained herein. A task force may apply for a maximum of \$50,000 in federal funds. Please note, a hard cash match of \$50,000 or 50% of total program cost is required in order to be eligible for funding. Overtime is limited to \$5,000 in federal Byrne funds per officer. As funding is limited, only applicants with the highest scores will be funded. *Submission of an application does not guarantee an award.*

Task Force entities funded under the Multijurisdictional Counter-Crime Task Force Program must coordinate with, or invite the participation of, all federal, state and local law enforcement, prosecution and information agencies, as appropriate, organized for this same purpose, such as: the Massachusetts State Police, Drug Enforcement Administration, Federal Bureau of Investigation, United States Attorney's Organized Crime Drug Enforcement Task Force (OCDETF), New England State Police Information Network (NESPIN) and New England High Intensity Drug Trafficking Area (HIDTA).

**Selection Process:**

Each application will be reviewed and scored on the basis of the criteria found herein. Awards will be made to selected lead agencies of multijurisdictional counter crime task forces that properly respond to this Request for Response.

The intent of this program is to support state and local police, as well as appropriate prosecutorial participation in ongoing, coordinated, multi-agency, multi-jurisdictional enforcement activities operating on a regional basis. Byrne funding is not intended to defray the investigative overtime expenses of one particular agency, or to support multiple task force entities operating in the same region. The goal of this program is to support a coordinated and viable enforcement capability in every region in the Commonwealth where it is needed.

**Applicants that propose plans to consolidate one or more existing task forces to maximize investigative effectiveness, avoid duplication of effort, ensure officer safety, and appropriate allocation of resources will be given special consideration for funding.**

For Task Forces currently funded under the Byrne Program making application for continued funding, an assessment of data generated by previous quarterly report evaluation data and site visits will be conducted to ascertain whether or not further funding is justified.

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**Criteria for Scoring:**

Scoring of applications will be based upon the applicant's ability to prepare and submit a quality proposal which:

1. adheres to the criteria and instructions as described in this Request for Response;
2. incorporates the critical elements contained herein to develop a comprehensive strategy tailored to meet the particular needs of the target area; and
3. complies with the Special Conditions and Reporting Requirements as determined by the Executive Office of Public Safety Programs Division.

**Grant Special Conditions and Reporting Requirements:**

*By submitting an application, a participating agency is agreeing to adhere to the following requirements:*

1. Submit timely and accurate Program Evaluation Reports quarterly to the EOPS Programs Division and participate in EOPS sponsored surveys and all other required reports related to any EOPS-administered grant program.
2. Cooperate with EOPS monitoring and site visits.
3. Submit monthly juvenile lockup data to EOPS (if you have a DYS approved juvenile lockup) via CJIS/LEAPS, as well as compliance with the status offender law (M.G.L. Ch. 119, Sec. 39H) which provides that no status offender (e.g., runaway, CHINS, stubborn child, etc.) may be held securely in a police station lockup.
4. Submit Fingerprint Cards to the Massachusetts State Police regularly for all felony arrests consistent with state statute (M.G.L. Ch. 263 S. 1A). Further, all fingerprint cards submitted to the Department of State Police during the period of this grant shall contain an Offense Based Tracking Number (OBTN) generated and assigned by the police department in accordance with guidelines for said OBTN promulgated by the State Police and Criminal History Systems Board.
5. Submit all Uniform Crime Report (UCR) data (i.e., offense, arrest, hate crime, LEOKA, and SHR, as necessary) to the Massachusetts State Police Crime Reporting Unit (CRU) on a monthly basis using the forms and procedures proscribed by the CRU. This condition does not apply to departments submitting NIBRS data.
6. Submit National Incident Based Reporting System (NIBRS) extracts to the Massachusetts State Police Crime Reporting Unit (CRU) and implement a monthly process to do so no later than the conclusion of the grant period. This condition applies to departments with a records management system whose vendor is capable of creating NIBRS extracts.
7. Maintain current user agreement with the Criminal History Systems Board (CHSB) and adhere to its conditions and requirements through the length of the grant period. Further, departments shall report all OUI arrests using the automated OUI reporting system contained within said CJIS system. (This applies to departments with equipment connected to the Criminal Justice Information System (CJIS).
8. Make every effort to work with local courts to return non-electronic, paper warrants (so-called legacy warrants), issued prior to the implementation of the electronic warrant management system (WMS), for evaluation and possible conversion to the WMS. Departments which are unable to achieve such conversion by the end of the grant period are required to submit a status report to the EOPS Programs Division outlining the number of remaining legacy warrants, and what efforts have been undertaken to achieve their conversion to WMS during the grant period. (This applies to departments currently holding these non-electronic, paper warrants).

**Award Period:**

The award period will be **OCTOBER 1, 2000, through SEPTEMBER 30, 2001.**

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**Submission Requirements:**

Submission of the following documentation is required:

1. Completed Edward Byrne Memorial Local Law Enforcement Assistance Grant Program application form.
2. Copy of Task Force Memorandum of Agreement (MOA), signed by the Chief Executive Officer of each participating agency. The MOA must: a) define the mission of the task force; b) identify the target communities; c) list the agencies participating; d) identify prosecutorial participation by name; e) define the task force chain of command; f) identify the criteria which will be used to prioritize targets for investigation; g) state policy and procedure for the collection, retention, and dissemination of intelligence; h) describe how your Task Force will coordinate with and utilize the services of NESPIN; i) describe method(s) for case management and tracking; j) identify the process for distribution of forfeited assets; k) designate a public information officer for the task force; and l) identify the individual responsible for the fiscal administration and timely submission of reports of the task force. **Note: Mutual Aid Agreements will not be accepted as MOA's.**
3. The Chief Executive Officer of each participating agency must submit a letter of commitment which:
  - a) documents commitment to meet hard-cash match requirement of 50% of total program cost;
  - b) specifies the source of matching funds; and
  - c) cites full or part-time personnel and/or other resources that will be dedicated to task force operations.

**Note: Applications missing any of the required information noted above will not be considered for funding.**

The **original** enclosed application and **three copies** should be submitted to:

**Executive Office of Public Safety Programs Division  
One Ashburton Place, Suite 2110  
Boston, MA 02108  
Attention: Paul Jarosiewicz, Director of Law Enforcement Programs**

**No extensions for submission of applications will be granted. No applications will be accepted via fax. Applications must be received by 5:00 PM on Wednesday, September 20, 2000.**

**Note** – All proposals should be double spaced, in a 12-point font size, and stapled in the top left-hand corner with a single staple. Please **do not provide any additional pages or supporting materials not specifically requested, or use elaborate binding or other covering materials.** Failure to adhere to this request could adversely effect an applicant's score.

**Contact:**

For technical assistance, contact:

Paul Jarosiewicz, Director of Law Enforcement Programs at (617) 727-6300 x 25313 or via e-mail at [paul.jarosiewicz@state.ma.us](mailto:paul.jarosiewicz@state.ma.us).

**Award Process:**

The Executive Office of Public Safety will issue an award letter to lead agencies of multijurisdictional counter crime task forces that are selected at the conclusion of the proposal review process.

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**Use of funding:**

Grant funds may be used to provide personnel, equipment, training, technical assistance, and information systems for enhanced multi-agency, multijurisdictional investigation, apprehension, and prosecution of offenders who violate such local, state, and federal laws.

- A. **Personnel** - to defray personnel costs incurred as a result of participation in a multijurisdictional counter crime task force.
- B. **Training** - to train law enforcement personnel in activities related to multijurisdictional counter crime task forces including: tuition, travel or lodging, and meal expenses.
- C. **Overtime** -
  - **Training** - to defray overtime costs incurred by an officer assigned to a multijurisdictional counter crime task force receiving training that occurs and/or extends beyond his or her regularly assigned tour of duty.
  - **Replacement Costs** - to defray overtime replacement costs incurred as a result of an officer being assigned to a multijurisdictional counter-crime task force and is therefore, unavailable to fulfill his/her regular scheduled tour of duty.
  - **Beyond Tour of Duty** - to defray overtime costs incurred as a result of an officer working on a multijurisdictional counter-crime task force beyond his or her regularly scheduled tour of duty.
- D. **Supplies & Operating Expenses** - to purchase supplies and/or materials needed to support or enhance a multijurisdictional counter crime task force.
- E. **Equipment** - to defray the costs of purchasing or leasing equipment, (e.g., audio and visual surveillance devices, computers, and/or technology) that support multijurisdictional counter-crime task force activities.
- F. **Communication Equipment** - to defray the costs of purchasing or leasing communication equipment, (e.g., modems, pagers, and cellular phones) that are directly related to a multijurisdictional counter crime task force.
- G. **Other** - to defray other costs of participation in a multijurisdictional counter crime task force, (e.g., consulting or evaluation expenses).

**Limitations on the Use of Edward Byrne Memorial State and Local Law Enforcement Assistance Program Funds:**

1. Funds for programs and services provided through this grant are intended to supplement, *not supplant*, local police department budgets. According to federal guidelines, supplanting is defined as deliberately reducing state or local funds because of the existence of federal funds.<sup>1</sup> Generally, no funding will be approved for: construction, weapons, and ammunition.
2. Although partnerships with law enforcement agencies from other states are encouraged, funding from this program cannot be used to defray the personnel or overtime expenses of participants from other states. Participants from other states are advised to seek funding through their state's Byrne funding agency.
3. Property acquired with Edward Byrne Memorial State and Local Law Enforcement Assistance Program funds is intended solely for law enforcement or prosecutorial use. The Executive Office of Public Safety suggests that property acquired with grant funds be tagged and tracked using a computer-based inventory system.

<sup>1</sup> U.S. Department of Justice, Office of Justice Programs, Office of the Comptroller, Financial Guide.

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**Instructions for Completing Grant Application and Scoring Criteria:**

*The scoring of this application will be based upon satisfactory completion of the following. The maximum points designated for each category are displayed in bold-faced print.*

1. Please fill in the name of the multijurisdictional counter crime task force.
2. Please fill in the name of the lead agency or police department.
3. Please fill in the name, title, address, telephone number, fax number, and E-mail address of the contact person responsible for the programmatic elements of this grant.
4. Please fill in the name, title, address, telephone number, fax number, and E-mail address of the person who will be responsible for the fiscal management of the multijurisdictional counter crime task force.
5. Indicate by checking the appropriate box. Check "FIRST" if this is your first Edward Byrne Memorial State and Local Law Enforcement Assistance Program Multijurisdictional Counter Crime Task Force application. Check "CONTINUATION" if your community has previously participated in the program.
6. Indicate the amount of federal funds (up to \$50,000) for which you are applying. Indicate the amount of matching funds (must be at least equal to the federally requested amount). Indicate the total amount of funds to be used for the multijurisdictional counter crime task force (federal amount + match amount = total program cost).
7. Please indicate the date your project's activities will start (project must begin within 60 days after October 1, 2000) and when they will end (project must be completed before September 30, 2001).
8. Please provide an **original signature** of the Chief Executive Officer (Chief of Police, District Attorney) of the lead agency for the multijurisdictional counter crime task force. Indicate his/her title and the date.
9. **Statement of the Problem (project need) - (2 page maximum)** briefly describe the geographic area to be targeted by this project (including relevant history, trends, demographic information), the specific problems that will be addressed, and the specific obstacles/needs that the applicant is currently facing (e.g. inadequate staffing, technology, etc.).  

**(maximum 15 points)**
10. **Program Summary - (3 page maximum)** describe the goals,\* objectives,\*\* and key program initiatives your multijurisdictional counter crime task force will take in addressing the problems described in number

\*A goal is a **clearly stated and realistic** description of the intended **effect** of the project on the targeted population (i.e., reduce drug use at Smith High School).

\*\*Objectives are the intermediate events or activities (**clearly stated and measurable**) that occur in order to reach your goal(s) (i.e., utilize undercover officers in 10 "buy bust" operations, x hours of surveillance of known drug dealers...).

**(maximum 25 points)**

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11. **Implementation Plan/Timetable - (1 page maximum)** provide a brief description of when each goal and objective will be implemented, depicting specific tasks and milestones on a monthly timetable.  
(maximum 10 points)
12. **Program Evaluation- (1 page maximum)** provide a detailed description of the evaluation that will be implemented by the Task Force. The program evaluation should *determine the Task Force's performance and impact on public safety in the target region*. The evaluation plan must relate specifically to the Task Force's project goals and objectives. Describe the evaluation activities clearly as well as the proposed products and outcomes of the evaluation. Clearly explain data collection methods, including definitions, frequency, collection, and data analysis plans. Identify the source of baseline information that will be used for comparison purposes (e.g., arrest and calls for service data). **Simply collecting and providing data required for the Programs Division Quarterly Task Force Evaluation Report is not sufficient enough for the Task Force's evaluation.**  
(maximum 10 points)
13. **Past Progress - (1 page maximum)** provide a brief summary of the project's previous accomplishments to date. **Only complete this section if this is a Continuation application.**
14. **Budget Narrative (2 page maximum)** - the application should provide a realistic budget which describes how the proposed expenditure of funds will enable the department to accomplish its goals and objectives. This section should consist of supporting narrative which explains, in detail, each proposed budgetary item.  
(maximum 15 points)
15. **Budget Formulation Worksheet** - enter the projected budget amounts that you propose to spend for each budget item, with the total being equal to the grant amount requested (See number 6). Outline all expenditures anticipated under each line item.  
(maximum 10 points)
16. **\*Memorandum of Agreement** - a) define the mission of the task force; b) identify the target communities; c) list the agencies participating; d) identify prosecutorial participation by name; e) define the task force chain of command; f) identify the criteria which will be used to prioritize targets for investigation; g) state policy and procedure for the collection, retention, and dissemination of intelligence; h) describe how your Task Force will coordinate with and utilize the services of NESPIN; i) describe method(s) for case management and tracking; j) identify the process for distribution of forfeited assets; k) designate a public information officer for the task force; and l) identify the individual responsible for the fiscal administration and timely submission of reports of the task force. **Note: Mutual Aid Agreements will not be accepted as MOA's.**  
(maximum 10 points)
17. **\*Letters of Commitment** - signed letters from the Chief Executive Officer of each participating agency's which documents commitment to meet hard-cash match requirement of 50% of total program cost; specifies the source of matching funds; and cites full or part-time personnel and/or other resources that will be dedicated to task force operations.  
(maximum 5 points)

**Total possible points = 100\***

\*Please note: A package containing the completed Byrne application, the Memorandum of Agreement, and commitment letters from each participating department by the due date are a requirement of this application.  
***Applications missing any of these elements will not be considered for funding.***



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**Subgrant Request for Response**

1. Applicant (Name of Task Force)	<hr/>
2. Lead Agency or Department	<hr/>
3. Name of Project Director/Title	<hr/>
Address of Project Director	<hr/>
Telephone Number	<hr/>
Fax Number	<hr/>
E-Mail Address	<hr/>
4. Name of Financial Officer/Title	<hr/>
Address of Financial Officer	<hr/>
Telephone Number	<hr/>
Fax Number	<hr/>
E-Mail Address	<hr/>
5. Check type of application	New <input type="checkbox"/> Continuation <input type="checkbox"/>
6. Federal Amount Requested (maximum = \$50,000)	<hr/>
Match Amount	<hr/>
Total Amount	<hr/>
	(Federal Request + Match Amount = Total Project Cost)
7. Project Start Date	<hr/>
	(Project must begin within 60 days after October 1, 2000)
Project End Date	<hr/>
	(Project must be completed before September 30, 2001)
8. Authorizing Official	<hr/>
	<b>Original Signature</b> of Authorizing Official/Title
Date	<hr/>

## **9. STATEMENT OF THE PROBLEM**

(Two Page Maximum)

## **10. PROGRAM SUMMARY**

(Three Page Maximum)

**11. IMPLEMENTATION PLAN**  
(One Page Maximum)

## **12. PROGRAM EVALUATION**

(One Page Maximum)

### **13. PAST PROGRESS**

(One Page Maximum)

## **14. BUDGET NARRATIVE**

(Two Page Maximum)

## 15. BUDGET FORMULATION WORKSHEET

	<b>Federal</b>	<b>Match</b>
<b>A. Personnel</b>	\$ _____	\$ _____
<b>B. Training</b>	\$ _____	\$ _____
<b>C. Overtime</b>	\$ _____	\$ _____
<b>D. Supplies &amp; Operating Expenses</b>	\$ _____	\$ _____
<b>E. Communication Equipment</b>	\$ _____	\$ _____
<b>F. Equipment</b>	\$ _____	\$ _____
<b>G. Other</b>	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____
	<b>(Grant Amount Requested)</b>	
<b>TOTAL PROJECT COST</b>	\$ _____	
	<b>(Federal + Match)</b>	



**A. PERSONNEL** - to defray personnel costs incurred as a result of participation in a multijurisdictional counter crime task force.

PERSONNEL	FEDERAL FUNDS	MATCH FUNDS	TOTAL
SUBTOTAL			
Fringe Benefits:			
Group Insurance:			
Other:			
TOTAL PERSONNEL EXPENDITURES			

**B. TRAINING** - to train law enforcement personnel in activities related to multijurisdictional counter crime task forces or any training to enhance administrative, technical, and/or investigative proficiencies of police personnel including: tuition, travel or lodging, and meal expenses.

TRAINING	FEDERAL FUNDS	MATCH FUNDS	TOTAL
<b>TOTAL TRAINING EXPENDITURES</b>			\$

### C. OVERTIME –

- **Training** - to defray overtime costs incurred by an officer assigned to a multijurisdictional counter-crime task force receiving training that occurs and/or extends beyond his or her regularly assigned tour of duty.
- **Replacement Costs** - to defray overtime replacement costs incurred as a result of an officer being assigned to a multijurisdictional counter-crime task force and is therefore, unavailable to fulfill his/her regular scheduled tour of duty.
- **Beyond Tour of Duty** - to defray overtime costs incurred as a result of an officer working on a multijurisdictional counter-crime task force beyond his or her regularly scheduled tour of duty.

[illegible]

**D. SUPPLIES AND OPERATING EXPENSES** - to purchase supplies and/or materials needed to support or enhance a multijurisdictional counter-crime task force.

[illegible]

**E. EQUIPMENT** - to defray the costs of purchasing or leasing equipment, e.g., audio and visual surveillance devices, computers, and/or technology that support multijurisdictional counter-crime task force activities.

EQUIPMENT (indicate whether purchased or leased)	FEDERAL FUNDS	MATCH FUNDS	TOTAL
<b>TOTAL EQUIPMENT EXPENDITURES</b>			\$

**F. COMMUNICATION EQUIPMENT** - to defray the costs of purchasing or leasing communication equipment, e.g., modems, pagers, and cellular phones that are directly related to multijurisdictional counter-crime task force.

[illegible]

**G. OTHER** - to defray other costs of participation in a multijurisdictional counter-crime task force, e.g., consulting or evaluation expenses.

OTHER	FEDERAL FUNDS	MATCH FUNDS	TOTAL
<b>TOTAL OTHER EXPENDITURES</b>			\$